

Georgia Moose Association District Handbook



SEPT 2023 Edition

The office of District President can be very rewarding; and it can be very annoying. The good news is that most District Presidents enjoy a greater number of days in office where it is actually rewarding, versus those long days where nothing seems to be going right. How you conduct yourself in the discharge of your duties will determine to a great extent how many rewarding days you experience.

First and foremost – Remember there is no “I” in Teamwork

Now familiarize yourself with the duties of the District President. You should have already reviewed these duties prior to accepting the nomination and confirmation to this office. However, now you must begin to discharge your duties to make your District operation effective:

- Appoint the District Sgt-At-Arms; Inner Guard; Outer Guard; and the committee chairmen (the committees of the district must mirror the committees of the Association).
- Work out a proposed schedule for the district meetings and present at your first meeting. You will need to establish the host lodge and dates and times of the meetings. Be flexible as each lodge will have their own needs to be considered.
- Working with your appointed committee chairs, you should establish goals to be achieved during your term in office.
- Along with the District Treasurer, arrange to have your name and signature added to the district checking account (If you have a checking account); additionally, you should establish with the other Board of Officers a proposed budget to be approved by the district membership at your first District meeting.
- Contact State Chairmen and State Officers to arrange for them to appear at your District meetings as Official Visitors.
- As the Association Board member for the district, you MUST attend all State Association meetings, Mid-Year Conference and Annual Convention, and be prepared to give a written and verbal report detailing the activities of your District and its member lodges.

- You must plan visits to the lodges within your District; these visits are most effective if they occur on a lodge meeting night - thereby giving you the opportunity to address the membership and the lodge's board.
- Make your meetings enjoyable, fun, informative and two-way (allow your lodges and chapters the opportunity to participate).
- You are the primary "cheerleader" in the district for the programs of Moose International and the State Association. You must convey to others the need to participate and make these programs a success.
- You have **NO AUTHORITY** over the lodges - that's right - you have NO authority to order a lodge or its officers to do anything. When issues arise, you need to contact your Territory Manager and the Association Secretary. Your primary role with the lodges is to be a fraternal leader. This is your opportunity to be a goodwill ambassador for the State Association.

In working with the lodges in your District you should:

- Know the members of their Board.
- Listen to their concerns and to their ideas to improve the fraternal programs and lodge operations.
- Compliment them on good performance or for awards they receive.
- Help to keep them focused on the programs of the moose - fulfilling their obligations and reporting; and on building and maintaining membership.
- When possible, participate in programs or accept their invitations to attend events at their lodge

You have held the office of President, you should be familiar with Moose meetings and the proper decorum. The District President is the chair of the district meeting. That means he presides and conducts the district meeting. To assist the District President, this Guidebook contains a meeting agenda (see Exhibit A).

To further assist you in operating the best District possible, you should read and review The Association By-Laws & Association Policy. A copy of which is attached to this Guidebook as Exhibit B. Remember the Association Policies are subject to amendment or change and as such, you should always make certain to keep the district copy updated.

Best wishes to you on being the "BEST" District President and a successful term in office. Leading your lodges to the distinction of being the BEST DISTRICT in the State Association should be your number one priority.

Why Districts and Authority for Districts

In the early days in the fraternal operations of the Loyal Order of Moose, it was determined that because of the number of individual lodges, it was difficult to have a system in place to offer good communications in assisting the lodges in their performance of the objectives of the Order. Therefore, the General Laws were written to include laws (Chapters 51 and 52 (General Laws Effective August 1, 2010) to permit the establishment of Associations and for the Associations to further establish Districts to better facilitate the communications to and from the lodges with Moose International.

Chapter 51 - Section 1 of the General Laws states in part: "Associations are organized and exist for the sole purpose of promoting, supporting, and coordinating the programs of Moose International and the Supreme Lodge. They shall promote and support all authorized programs of Moose International, including those regarding membership, ritual, sports, and community service programs and projects. The association shall adopt programs and projects for the betterment of Mooseheart and Moosehaven to include the building of the endowment fund for the support of these institutions."

Under the authority of the General Laws, the State Association was created and incorporated, and in accordance with its establishment, has a set of By-Laws prepared in accordance with, voted on and accepted, and certified by the General Governor of Moose International that created the established Districts within the State Association.

This is the legal authority for the district; and provides the district with its basis for supporting the Order.

Dividing the lodges into Districts allows for smaller groups to undertake the day-to-day routine operations and to come together in meetings to share information in a "two-way" method wherein the District Officers and Chairmen provide information on programs, goals, and projects to both International and the State Association; and the lodges provide information on their operations, projects, and ideas to make certain that the objectives are being achieved.

The goal in establishing Districts was to band together lodges in close geographic areas for ease of traveling to District meetings; and to band together lodges that may have common interests (such as Moose Legion Jurisdictions) and to balance the district membership. It is not always possible

to achieve the goals in establishing Districts, but the By-laws of the Association can be amended as necessary to correct or change with ever-changing conditions.

The districts are the representative groups to the Association Board on conveying the interests of the various lodges. The district is also the oversight or "watch-dog" on the financial and fraternal well-being of the lodges within their respective District. When lodges indicate on their reports that membership is not growing, or lack of activities, or report financial issues, these are key indicators that the District President should hear and immediately seek to have assistance summoned for that lodge.

Remember: The first objective is to maintain our lodges. They are the foundation of the Order.

Under the Association By-Laws/Policies, you will find the following requirements for the district:

Elect its Board of Officers:

- President
- Vice President
- Treasurer
- Secretary
- Chaplain

Nominate its President to the Association Nominating Committee at the State Convention.

Requirement to conduct a minimum of 4 quarterly meetings throughout the year.

Requirement to attend Association meetings.

Requirement to remit all funds collected for Moose Charities and Projects to the State Secretary.

All money collected by the district is to be turned into the State Secretary to be placed into an account for that district. The amount of up to \$1,200.00 may be kept by the District for petty cash. (Lower amounts are recommended for Districts who do not have a checking account.)

Money held by the state for the District will be disbursed upon written requisition from the District Treasurer and/or District Secretary.

Lodges are required to participate in the Association and to have representation at all Association conventions, conferences, district meetings, workshops, training seminars and schools as required by the Association, Moose International and the Supreme Lodge. Lodges are also required to be current on their financial obligations to International and to the Association. (General Laws 51.5) Additionally pursuant to the Association By-Laws (Articles XVII and XX) any lodge failing these General Law requirements may be subject to actions by the Association and/or Moose International.

At present time, the Chapters of this State are an auxiliary of the Association as is the Moose Legion. Districts are encouraged to ask Chapter Representatives to attend the meetings and give reports - there is NO requirement for their participation.

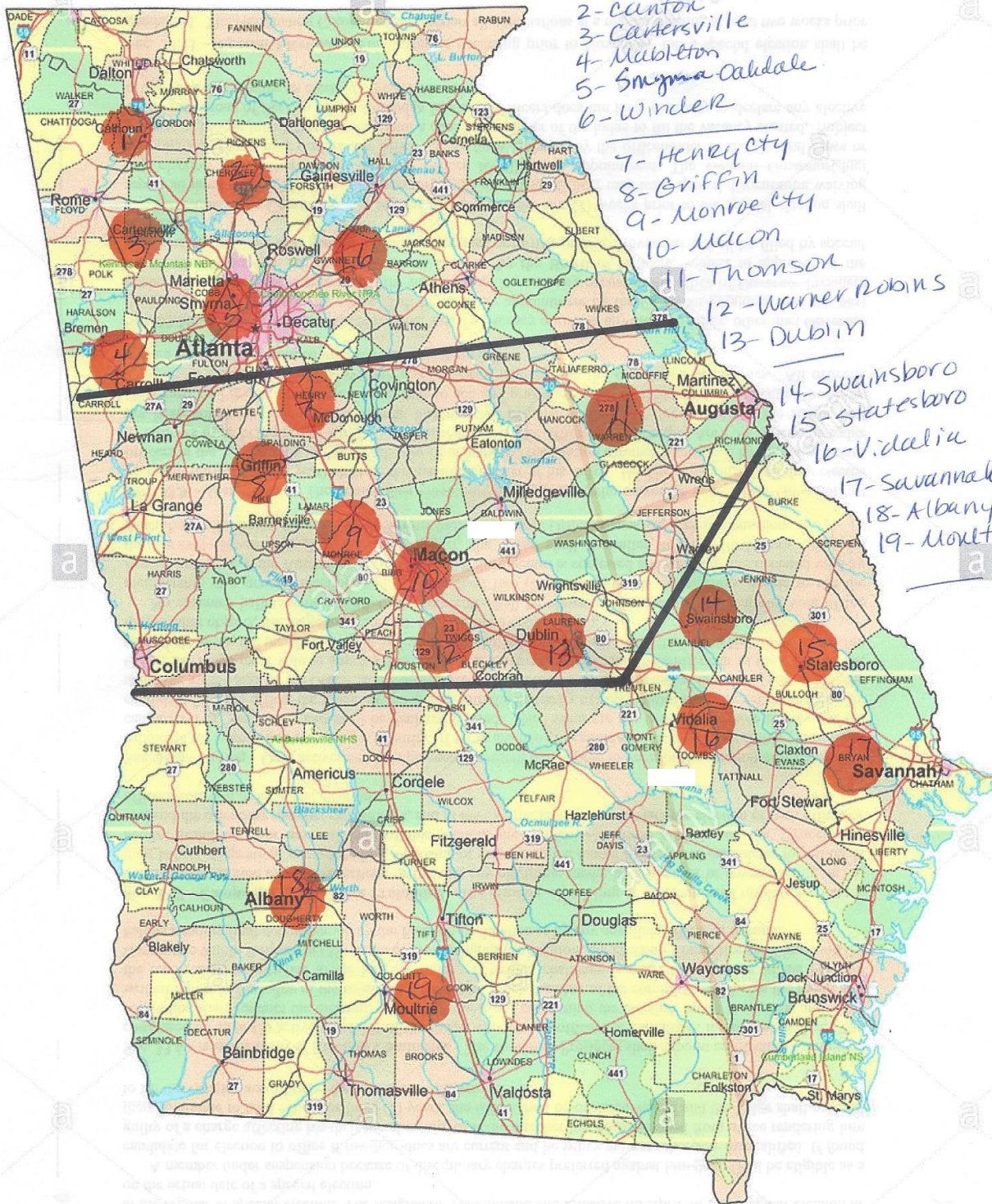
You will also note in the meeting agenda (script) reference to the authority of the district to conduct its meetings.

Remember, The main objective of the district is to facilitate communications in a two-way manner and to assist the lodges in fulfilling their duties and obligations for the programs, objectives, and projects of the Order and the Association.

DISTRICTS OF THE ASSOCIATION

On the next page of this Guidebook, you will find an overview map of the State Association and the lodges comprising the established districts and Moose Legion jurisdictions.

Georgia political map



1-Calhoun
 2-canton
 3-Cartersville
 4-Mableton
 5-Smyrna
 6-Windler

7-Henry
 8-Griffin
 9-Monroe
 10-Macon
 11-Thomson
 12-Warner
 13-Robins

14-Swainsboro
 15-statesboro
 16-Vidalia
 17-Savannah
 18-Albany
 19-Moultrie

District 1

Calhoun 1974
Canton 2129
Cartersville 1931
Mableton 1934
Smyrna Oakdale 1917
Winder 262

District 2

Albany 1285
Griffin 1503
Henry County 2170
Macon 1455
Monroe County 2424
Moultrie 1158
Warner Robins 1688

District 3

Dublin 1609
Savannah 1550
Statesboro 1089
Swainsboro 1930
Thomson 477
Vidalia Lyons 1281

Stone Mountain Moose Legion

Athens 767
Calhoun 1974
Canton 2129
Cartersville 1931
Lavonia 352
Mableton 1934
Smyrna Oakdale 1917
Winder 262

Coastal Plains Moose Legion

Dublin 1609
Macon 1455
Savannah 1550
Statesboro 1089
Swainsboro 1930
Thomson 477
Vidalia Lyons 1281

Chattahoochee Valley Moose Legion

Albany 1285
Griffin 1503
Henry County 2170
Monroe County 2424
Moultrie 1158

MISSION STATEMENT OF THE DISTRICT

To bring together in closer fraternal cooperation the lodges of the Loyal Order of Moose and the membership of said lodges within the district to promote, support and coordinate the authorized programs of Moose International, the Supreme Lodge, and the State Association, including those regarding membership, ritual, sports, and community service programs and projects. The district shall also support programs and projects for the betterment of Mooseheart and Moosehaven, including the building of the endowment fund for the support of these institutions.

The district shall exchange ideas and ideals which may benefit the lodges and their members and to encourage broader and interesting lodge activities and stimulate participation by lodges and members in community service activities. The district shall promote the Moose Legion and the Council of Higher Degrees; and encourage membership in the higher degrees of the Order.

DUTIES OF DISTRICT OFFICERS (ELECTED & APPOINTED)

Earlier in this Booklet, we defined the composition of the Board of the district. herein we now provide the guidelines of duties and responsibilities of each of those Board members:

DISTRICT PRESIDENT:

The office of President for the District is slightly different from that of other elected officers of the district in that he/she **MUST** be elected by the delegates to the State Convention; This is required as he/she is a member of the State Board of Officers.

Once the District membership has nominated an individual to the office of District President and he/she has been duly elected by the district, his/her name **MUST** be submitted to the Association Nominating Committee no later than two weeks prior to the annual state convention, for consideration and nomination to the District President office for election by the delegates to the State Convention. Once elected at the State Convention he will be duly installed and serve a One Year Term as President to the District (he/she may be re-elected to the office of District President but cannot serve more than 2 consecutive terms without special dispensation from the Chief Compliance Officer of Moose International.

The Association Vice President is the mentor to District Presidents. Should you need guidance or assistance contact the Association Vice President.

Duties of the District President:

- Be the fraternal leader of the district.
- Preside at meetings.
- Appoint officers and chairmen in accordance with the Association By-laws.
- Serve as the official representative of the District on the State Association Board.
- Sign authorized checks of the district.
- Attend all meetings of the Association.
- Establish goals and objectives for the district.
- Visit lodges within the district and get to know the officers of these lodges.
- Give a written and verbal report at Association Board meetings, Annual Convention, and Mid-Year Conference.
- File a written report with the Association Secretary of all District Meetings using the prescribed format (see Exhibit C in this Booklet).
- Make your District Meetings both informative and enjoyable. schedule guest speakers from the Association such as officers and chairmen.
- Encourage dialogue from meeting attendees.
- Lead by example.
- Perform other duties as may be required

Effective District Presidents have their meetings planned with an agenda. They understand the value of LISTENING, as-well-as talking. They promote and encourage dialogue from attendees. They lead by example and give credit to those who deserve it - remembering there is no "I" in **TEAMWORK**.

As the presiding officer, the President is NOT a dictator. Remember, members are "volunteers", and they are giving of their time and substance to participate. Make your meetings interesting and enjoyable wherein members want to attend. Always preside fairly and not un-just. Encourage continued participation through acknowledgment and recognition.

Make your District the Best of the Best - share your burden of leadership

with the other officers and give your TEAM recognition for a job well-done!

The District Vice-President:

He/she is elected by the district membership annually prior to the State Association Convention. He serves for a 1year term. His duties include, but are not limited to:

- Presiding at meetings in the absence of the President.
- He/she shall assist the President in the performance of his duties and be prepared to perform these duties should the President be unable.
- He/she shall attend the Association Convention and Mid-Year Conferences; and other meetings or seminars as required by the Association.
- He/she shall visit lodges within the district as often as possible.
- He/she shall assist in identifying members that desire to do more for the Order and mentor those members in preparation for accepting more duties and responsibilities.
- He/she shall perform other duties as required.

The District Chaplain:

He/she is elected by the district membership annually prior to the State Association Annual Convention. He/she serves for a 1year term. His/her duties include, but are not limited to:

- Presiding at meetings in the absence of the President and Vice President
- He/she shall deliver prayers as requested during his/her term.
- He/she shall serve as the depository for reports of illness and death within his District and shall report this information to the State Association Prelate without delay. He/she shall also assist the State Association Memorial Chairman in securing the names of departed members and Coworkers for the Annual Memorial Service.
- He/she shall attend the Association Annual Convention and Mid-Year Conference and other seminars as required by the Association.
- He/she shall visit lodges within the district as often as possible.
- He/she shall perform other duties as required.

The District Treasurer:

He/she is elected annually by the district membership prior to the State Association Annual Convention. He/she shall serve a 1 year term. His/her duties include, but are not limited to:

- He/she shall sign all authorized checks of the district.
- He/she shall review and verify deposits of the district.
- He/she shall deliver in writing and verbally a financial report governing the District at each District Meeting
- He/she shall assist in the preparation of a budget for the district.
- He/she shall attend the Association Convention and Mid-Year Conference and Association seminars as required.
- He/she shall visit lodges within the district as often as possible.
- He/she shall perform other duties as required

The District Secretary

He/she is elected annually by the district membership prior to the State Association Convention. He shall serve a 1 year term. His/her duties include but are not limited to:

- He/she shall record the minutes of all District meetings.
- He/she shall assist the President in the preparation of the meeting agenda.
- He/she shall make certain that all funds and reports are delivered timely to the appropriate Association officer.
- He/she shall visit lodges within the district as often as possible.
- He/she shall attend the State Association Convention, Mid-Year Conference, and other seminars as required

The District Junior Past President:

He/she is appointed to this office by successfully completing his/her full term as District President. He/she shall serve until such time as his/her predecessor assumes office. His/her duties include, but are not limited to:

- He/she shall preside at District meetings in the absence of the President, Vice President and Chaplain.
- He/she shall advise the District Board on projects carried over from his/her term.
- He/she shall attend the Association Annual Convention and Mid-Year Conference, and other seminars as required by the Association.
- He/she shall visit lodges within the district as often as possible.
- He/she shall serve as the installing officer of the district for purpose of installing elected and appointed officers of the district.
- He/she shall perform other duties as required.

The District Sergeant-At-Arms:

He/she is appointed to this office by the President and shall serve at the will of the President. His/her duties include, but are not limited to:

- He/she is responsible for the care and custody of the district paraphernalia and for setting up the meeting room for all District meetings and functions.
- He/she shall assist the Secretary and President in the roll call of officers and lodges.
- In the absence of the inner guard and outer guard, he/she shall assume their respective duties.
- He/she shall serve as escort for all official visitors and conduct them to their seats.
- He/she shall maintain decorum at all District meetings.
- He/she shall attend the Association Annual Convention and Mid-Year Conference; and other seminars as required.
- He/she shall perform other duties as required.

The Inner and Outer Guards are appointed to their respective offices by the President and shall serve at the will of the President. Their duties include, but are not limited to:

- The inner guard shall be responsible to ascertain that all members and persons attending a District meeting are qualified to attend.

- The outer guard shall be responsible for the door at all District meetings and shall maintain proper decorum outside the meeting room to permit the uninterrupted conduct of business by the district.
- The Inner Guard shall assist the Sergeant-At-Arms as requested.
- The Inner and Outer Guards shall perform other duties as required.

Committee Chairmen

Appointed by the District President. They will serve at the will of the President. Their duties include, but are not limited to:

- Familiarize him/herself with the programs of the Committee to which he/she has been assigned.
- Serve as a member of the State Committee to which they are District Chair.
- Formulate and prepare an annual plan for the program to which he/she serves as Chairman.
- Assemble a working committee that is comprised of at least one member from each lodge within the district.
- Promote and support the programs and projects of International and the Association which pertain to the Committee to which he/she serves.
- Deposit any funds generated or accumulated by his/her committee along with the District Treasurer.
- Be prepared to give a verbal and written report detailing activities of his/her Committee at each District Meeting.
- Visit lodges within the district as often as possible to promote the programs of his/her committee.
- Perform other duties as required.

The following requirements and duties apply to all officers (elected and appointed) and to Committee Chairmen:

- Conduct themselves in a manner as to bring no discredit upon the Order, Association, District or Lodge to which he/she is a member.
- Treat all members with respect.
- Attend all District meetings and should a "just cause" arise wherein you cannot attend, promptly notify the District President or District Secretary, and ask to be excused.
- Deliver to any successor in office all funds, books, papers, and other

property of the Association and/or District that he/she may have in his possession.

- Be a fraternal leader and always ready to do more.
- Support the decisions of the district, even when the action may not be to your liking- remember it was a group decision.

The District Meeting

The Association has established that each District shall meet at least 4 times per year with at least one meeting in each calendar quarter. The District President shall make every effort to promote the dates of the meetings with sufficient advance notice to permit all lodges within the district to plan their attendance. The District President shall also notify the Association Secretary or his designate of the date(s) so they may be posted on the official communications of the Association.

Recommended Guidelines for a Successful Meeting:

- Start the meeting on time. Make sure all officers are at their respective stations and ready to start when you are. Have your agenda, all documents and communications prepared and organized to make the meeting flow efficiently.
- Keep the meeting on time. limit reports to five minutes each (Official Visitors may need additional time to cover their materials. Make certain to schedule sufficient time in the agenda for their presentations).
- Keep the meeting interesting. Cover the material but do not dwell on items that are insignificant.
- Schedule a bit of fun to be included, but remember it is a business meeting with a purpose.
- Make certain the content of the meeting is of value to the attendees. when possible, provide each attendee with a copy of the meeting agenda and perhaps an Information sheet that highlights important information.
- Always encourage input from the membership. Their ideas may surprise you and you might find them interesting and valuable.
- Make certain you have two-way dialogue in the meetings. Allow the lodges to ask questions or provide ideas and suggestions. Promote discussion!
- Include guest speakers. Invite the Association Officers and Chairmen to present their expertise but don't overload the agenda with lengthy

presentations.

- The President presides but he should NOT be a dictator. Remember, the District functions as a group and decisions should include input from all sources.
- Acknowledge members and lodges that have earned awards or are leading in respective fraternal programs. Everyone likes to hear they are doing a good job.
- Make certain to offer your assistance to any fraternal unit that is lagging in a fraternal program.
- Schedule meetings to limit the amount of inconvenience to the lodges and their members; it will not always be possible to serve the needs of everyone, but you can serve the needs of the majority.
- Be positive. Create a sense of pride in your District and make certain everyone shares in the visions and goals.
- Visual aids always make a meeting more interesting. When possible, incorporate visual aids.
- When possible, schedule an in-expensive meal with your District meeting. The host lodge should be able to assist.

District raffles are permitted and can be used as a source of income and create interest for the attendees as long as the raffles remain at the district level. Districts and lodges should not promote their raffles at state functions.

Requirements Associated with District Meetings

- Take roll of officers, chairmen, and lodges.
- Maintain minutes of the meeting.
- Make an official report to the Association Secretary in a timely manner.
- Require each lodge to submit a written activity report (see Exhibit D) and provide a verbal summary at the meeting.
- Conduct the Nine O'clock Ceremony and collect an endowment to be remitted to the State Association Secretary.
- Follow the prescribed agenda (attached as Exhibit A in this Booklet).

Interaction with Lodges

In keeping with the mission statement of the district, the officers of the district have a large role in interacting with the respective lodges within the district.

This interaction has several purposes:

- Keep the lodges updated on the programs of the Moose and the Association.
- Assist the lodges in remaining in GOOD STANDING and in Compliance with both The Moose and the Association.
- Assist the Lodges in earning the Premier Lodge Award.
- Assist the Presidents of the lodges in earning the President's Award of Excellence.
- Promoting attendance at all International and Association meetings, conferences, seminars, events, and other venues.
- Serve as an information conduit between International, The Association and the Lodges.
- Recommending members to the Association and International for promotion or as potential leaders in the Order.

To facilitate this interaction, it is not always possible to deliver information on a timely basis at the district meeting. Therefore, District officers and chairmen should consider making visits or calls to lodges within their District to share information or provide your assistance.

The District President is encouraged to post messages via the Association's communication network, generally a page on the Association website. Information by the District President shall be sent to the Association Webmaster and copy the Association Secretary with a request that it be posted. Remember to keep your dates and information current.

It is important to reiterate that DISTRICT OFFICERS and CHAIRMEN have NO AUTHORITY over lodges or their members. Your role is to assist and promote the programs of International and the Association. Should a District Officer become aware of a situation that requires attention in a lodge, he/she should contact the Association Territory Manager and the Association Secretary.

When a District President visits a lodge on official business, he should prepare a written report. The District President shall then deliver a master report to the Association Secretary. (A Standard Visitation Report Form is included as Exhibit E of this Booklet).

A Special Message for District Officers and Chairmen:

You have taken on a great responsibility and are demonstrating your belief in the Loyal Order of Moose and its programs and objectives. You have answered the call to assist and this does not go un-noticed by your peers.

This effort by you is requiring great sacrifice of your time and substance; a decision you have hopefully made carefully and with your family's support.

Being a District officer or chairmen will require you to give a great amount of time to execute your duties properly. It will also require you to spend your own monies to attend many meetings and conferences.

Good leaders do not take on a task or an assignment with the thought of "What's in it for me? Instead, they take on the responsibility because they believe in the cause and know they can make a positive difference. You do not need to take credit for your actions and give yourself a "pat on the back or promote yourself. You should give the well-deserved credit to those that enable your leadership to succeed. Your peers will know that you have done a great job by the results that are generated. If you have taken this office or chairmanship for the purpose of "What's in it for me"- then perhaps you should re-think your decision and consider a different path.

Moose International and this Association are grateful to you for accepting your District Office and we look forward to standing shoulder-to-shoulder with you in the promotion and growth of the Loyal Order of Moose.

On behalf of the Georgia Moose Association, we thank you for stepping up and making a difference!

DISTRICT MEETING AGENDA

District Meeting Agenda

Call to Order: (One Rap)

District President:

Under the authority granted by the Moose, District___ will come to order. Officers will assume their respective chairs. Members, I welcome you and declare this District Meeting open for business.

I remind you that our purpose of this meeting is for the continued success and support of our District, our children at Mooseheart, our senior members at Moosehaven, and our local communities. As Moose, we pledged to support this mission when we joined the fraternity.

Although every district is different, we still have the same responsibility. Our district meetings help us meet this mission. We also serve our community locally, in our state and nationally by performing community service for our neighbors and those that request it. This is how we show our true Heart of the Community.

Invocation:

District President:

“District Sergeant-at-arms, Please open the bible.” (Sergeant-at-Arms proceeds to the Altar and slowly opens the Bible – Places it Reverently upon the Altar – and returns to his seat)

(TWO RAPS)

DISTRICT PRESIDENT:

“The **District Chaplain** will now ask the blessing of God.”

District Chaplain: (Chaplain moves to a position behind the Altar)

“Let us fold our arms and bow our heads”- “Our heavenly Father, as we begin this meeting, keep us diligent and mindful of our commitments to you, our children, our senior members, our families, and our communities. We humbly ask for your guidance in our thoughts, words, and deeds, that we may successfully work in harmony for the realization of our endeavors. These things we ask in your name, AMEN”. **(Chaplain returns to station)**

Presentation of Colors/Pledge of Allegiance:

District President:

“District Sergeant-at-Arms, please present the Flag of our Country.”

DISTRICT SERGEANT-AT-ARMS: *(While making a hand gesture towards the Flag),*

"I present the Flag of our Country".

District President:

“Place your right hand over your heart and join me in the Pledge of Allegiance.” **(pause)** “I Pledge Allegiance to the Flag of the United States of America, and to the Republic for which it stands, One Nation, Under God, Indivisible, with Liberty and Justice for all.”

District President:

I now declare District ___ of the Georgia Moose Association, Loyal Order of Moose, duly opened.

(ONE RAP)

Roll Call of Officers/Lodges and Reports:

District President:

I would like to Thank the members of this Lodge who helped prepare the meeting room and the meal. I'd also like to Thank and introduce President _____ of our host Lodge. Please feel free to offer any welcoming remarks.

District President:

District President will call on District Secretary for roll call and reports. *(Written reports are to be turned in to Secretary to be included in minutes.)*

“District Secretary, please call the roll of the district elected and appointed officers and District Committee Chairman.”

(District Secretary proceeds to call roll only) (District Sergeant-at-Arms

will acknowledge each name called with "present" or "absent" or "excused" response)

District President:

“District Secretary, please call roll of the District Lodges with each giving a report as their Lodge is called”. ***(District Secretary proceeds to call roll of Lodges pausing for a report from each)***

Receive Reports from Officers:

District President:

“District Secretary, please read the minutes from the previous District Meeting.” ***(District President pauses) (District Secretary reads the minutes from meeting)*** “Are there any additions or corrections to the minutes as read,” ***(pause)*** “minutes will stand as read/corrected at the sound of the gavel?”

(ONE RAP)

District President:

“District Secretary, please read the minutes from the previous District Officers Meeting.” ***(District President pauses) (District Secretary reads the minutes from officers meeting)*** “Are there any questions or comments?” ***(pause)*** “May I have a motion to accept the minutes as read (or with changes),” ***(Pauses for a motion)*** “May I have a second, ***(Pauses for a second)*** “ “Please use the sign of the order, All those in favor ***(pause for count)*** Those opposed ***(Pause for Count)*** The minutes will stand as read (or with changes) at the sound of the gavel.”

(ONE RAP)

District President:

“District Secretary, are there any communications and/or notices?” ***(Pause for response)***

District President:

“District Treasurer, are there any outstanding bills of the district?”

(District President Pauses for response from Treasurer)

(If any bills are presented, District President will ask for vote to pay outstanding bills)

(Financials will be read at officer’s report)

(OMIT this step if there are no bills)

“Please use the sign of the order, Those in favor?, **(pause)** Those oppose,”
(District Secretary will keep count), “District Secretary, please give the results of the count”.

District Secretary: “There were ___Yes and ___No.”

District President: “Are there any objections to the count?” **(pause)**
“Hearing none, Vote is approved at the sound of the gavel”.

(One Rap)

Reports from Committees:

(Reports should be submitted in writing and verbal report should be given less than 5 minutes in duration. Reports will be kept by Secretary with the minutes of the meeting.)

District President:

“District Secretary, please identify each Committee Chairman and receive their reports”.

(District President pauses for District Secretary to ask for reports)

- a: Ritual/Sickness and Distress/Memorial staff**
- b: Community Service**
- c: Activities (including sports)**
- d: Membership**
- e: Moose Charities**
- f: Loss Prevention**
- g: Training & Education**
- h: Mooseheart/Moosehaven Admissions**
- i: Gov’t Relations**
- j: Valued Veterans**

k: State to District Advisor
(Any other chairman to report at this time)

District President:

I would like to recognize our visitor _____ (Official title). Do you have a report for us at this time? **(Omit if there is no visitor)**

District President:

“Are there any additional reports or comments from any of the **District Officers?**” **(Allow any District Officer to report at this time)**

Vice President

Chaplain

Treasurer (Reads the Financial Report)

Secretary

Jr. Past President

Report of the District President:

(Any announcements or unfinished business)

Good of the District:

(Any awards and announcements)

ELECTION OF OFFICERS: (Please also refer to the Policies of the GMA for further election process for the District.) (When needed, Report will be read of nominees for officers. If needed, Secret Ballot is to be requested before election begins. Motion can be made to accept nominees for any uncontested office after report is read. Any office that has 2 or more candidates can be voted by show of hands or secret ballot.) All members, in attendance at the District Meeting when Election is held, of all Lodges in Good Standing may vote. If your Lodge is considered “not in good standing” at the time of the election, you will be ineligible to vote. The position of President, after being accepted by the nomination committee of the State Association, must be voted on by delegates at the Annual Convention of the State. (Pause for any

*secret ballot election to be held and turned in to District Sergeant-at-Arms, to be read and count kept by District Secretary. **Do not read ballot count on floor.** District President will ask for **results “winner only”** from Secretary and election will be declared by sound of gavel) **(ONE RAP)** (Any written ballots should be sealed in envelope and kept until Association Nominating Committee has accepted candidate, along with sign in sheet from meeting.)*

INSTALLATION OF OFFICERS: (When needed)

Nine O'clock Ceremony and Endowment:

(TWO RAPS)

District President:

“It is now Nine O'clock, at this time, the little children at Mooseheart kneel at their bedside to say their evening Prayers. Let us turn toward Mooseheart, fold our arms, and bow our heads and join them in silent prayer.” **(Pause, use chimes if they are available)**, “Please repeat after me, Let the little Children come to me - Do not keep them away - For they are like the Kingdom of Heaven - God Bless Mooseheart - AMEN.”

District President:

“Let us prepare for the Mooseheart Endowment fund Collection. The Endowment fund is vital to the continued operation of our twin cities, Mooseheart and Moosehaven. All members are invited to contribute. The Sergeant-at-Arms will now receive your contributions and they will be remitted to Mooseheart.”

(ONE RAP)

District President:

“Has any matter of importance been neglected or overlooked? **(pause)** We will proceed to close.”

(TWO RAPS)

District President:

“The District Chaplain will now offer the Closing Prayer.”

District Chaplain: (Chaplain moves to a position behind the Altar)

“Let us fold our arms and bow our heads. In the presence of those gathered here, we pray you will watch over us as we go our separate ways. We ask that You hold Mooseheart, Moosehaven and all who labor for their cause in the hollow of your hand and give them peace. Grant us ever to be kind and charitable in our thoughts, our words, and our deeds and to You be all power and glory forever. AMEN.” *(Chaplain returns to station)*

District President: (*Moves to the Altar*) "That which is done is done. Let none depart from this Altar with anger in their heart. Let us all go forth with good thoughts, good words, and good deeds for all mankind. **(*President closes the Bible and returns to Altar*)** I declare this meeting of District 1 adjourned. I Fraternaly bid you “good day.” (Morning, afternoon or night)

(ONE RAP)

(Revised Sept 2023)

Georgia Moose Association By-Laws

BY-LAWS OF THE GEORGIA MOOSE ASSOCIATION

ARTICLE I *NAME*

The name of the Association shall be the Georgia Moose Association, Inc., hereafter referred to as the “Association,” an IRC 501 (c) (8) non-profit/not-for-profit corporation.

ARTICLE II *OBJECTIVES*

The objectives of the Georgia Moose Association are:

- To coordinate, promote and support the programs and directives of Moose International, Inc., and The Moose.
- Encourage fraternal cooperation of the lodges of The Moose and the membership of such lodges in the State of Georgia.
- Build the membership strength of The Moose.
- Exchange ideas and ideals which may be of benefit to the various lodges and their members.
- Adopt programs and projects for the betterment of Mooseheart and Moosehaven, including the building of the Endowment Fund for the support of these institutions.
- Foster a closer relationship between lodges in Georgia and lodges in neighboring states.

ARTICLE III *AUTHORITY*

The Association shall at all times be amenable to and under the supervision of Moose International, Inc., The Moose, Moose International, Inc. Board of Directors, and be bound and governed by the Constitution of Moose International and The Moose, the General Laws of The Moose, and the By-Laws of Moose International. These by-laws or any amendments hereto, shall be subject to approval of the Chief Compliance Officer and the Delegates of the Association.

ARTICLE IV *ASSOCIATION MEMBERSHIP*

All lodges of The Moose in the State of Georgia shall be members of the Georgia Moose Association. To be in good standing with the Association, each lodge must remain current in all financial obligations due the Association (i.e., per capita dues) and Moose International, and participate in all district and state conventions, conferences, meetings, workshops, training seminars, schools, etc., the attendance at which is required by the Association or The Moose.

ARTICLE V
DISTRICT COMPOSITION

Section 1. For convenience in carrying out the functions of the Association, the Board of Officers of the Association shall establish districts comprised of geographically related lodges.

Section 2. The member lodges to be included in the various districts may be altered from time to time and new districts established as determined by the Association Board of Officers.

Section 3. Between annual conventions of the Association, each district within the Association shall hold a minimum of four (4) regular meetings, with at least one meeting being held each quarter.

ARTICLE VI
DELEGATES

Section 1. Each good standing lodge in the Association shall be entitled to be represented in the meetings of the Association by two delegates who should be the President and Administrator or duly elected Alternate Representative, plus one (1) additional delegate for each fifty (50) members on the rolls, or a majority fraction thereof. No lodge shall be entitled to a representation exceeding twenty (20) delegates, nor cast more than twenty (20) votes. In addition to voting “delegates,” each lodge may have non-voting members in attendance. Delegates shall consist of Past Presidents/Past Governors and Past Regents (who earned their title prior to May 1, 2021) who are in good standing in their lodge.

Section 2. Each delegate elected to represent their lodge at a meeting of the Association shall have their name submitted to the Association Secretary two (2) weeks prior to convention. This certificate must be signed by the President and attested to by the Administrator under the seal of the lodge. Each delegate present for a vote of the Association shall be entitled to one vote, providing the total number of votes does not exceed the number entitled the lodge, based upon the dues which have been assessed by the Association, and subject to the limitations contained in Section 1 of this Article. A delegate may only vote for the Lodge with which they are registered.

Section 3. All Past Presidents of the Association, and all members of the Board of Officers of the Association who are members of lodges in good standing within the Association, shall be entitled to all the rights and privileges of a delegate, and shall not be counted as part of the lodge entitlement referred to in Section 1 and 2 of this Article.

Section 4. Any Duly Authorized Representative from Moose International appointed to serve the Association shall be entitled to all the rights and privileges of a delegate, provided they hold membership in a Lodge in active status in the Association and shall not be counted as part of the lodge entitlement referred to in Section 1 and 2 of this Article.

ARTICLE VII
QUORUM

Section 1. Any number of duly accredited delegates, representing at least a majority of the member lodges in good standing, shall constitute a quorum for the transaction of business at any duly authorized session of the Association, provided that the President, Vice President, Chaplain or Junior Past President (in that order) be present to preside.

Section 2. A majority of all votes cast shall decide all questions, except those which involve amendment, alteration or addition to these by-laws, or an appeal from the decision of the Presiding Officer, either of which shall require a two-thirds (2/3) vote of the duly accredited delegates in attendance.

ARTICLE VIII
ELECTED OFFICERS

The elected officers of the Association shall consist of a President, Vice-President, Chaplain, Secretary, Treasurer and one (1) District President from each district within the Association.

ARTICLE IX
BOARD OF OFFICERS

Section 1. The voting Board of Officers of this Association shall be composed of the elected officers, the Junior Past President, and Representatives of The Moose who are themselves in good standing within their respective lodge. and whose lodge is in active status with the Association. Representatives of The Moose shall include the following The Moose Officers, Moose International Board of Directors, Past Supreme Governors/Past Chairmen of the Board of Directors, Grand Council members, International Higher Degree Board members, and members of the following Boards: Mooseheart, Moosehaven, Moose Charities, and Moose Foundation. Representatives of The Moose shall also include the Association Liaison, who shall be a non-voting member of the Board of Officers.

Section 2. The Board of Officers, during the times that the Association is not in session, shall take general charge and supervision of the affairs of the Association and perform such duties as may be necessary and proper to protect the interests, promote the welfare and accomplish the objectives of the Association. It shall carefully and judiciously control the finances of the Association and prepare a budget for the disbursement of Association funds. It shall have the authority to fix the salary of the Secretary and shall have the right to authorize payment of all reasonable expenses incurred on behalf of the Association including reimbursement to officers or any other member or person doing authorized business on behalf of the Association. It shall submit to the Association at each annual meeting a report, in writing, of all its accounts since the last annual meeting. It shall perform such other duties as may be imposed upon it by these by-laws or by the Association.

Section 3. A majority shall constitute a quorum of the Board of Officers, and the President and Secretary of the Association shall be respectively, President and Secretary of the Association Corporation.

Section 4. For the purpose of expediting the performance of functions otherwise performed by the Board of Officers, and unless specifically prohibited by these by-laws, the Board of Officers, between meetings of said Board, shall have the right, by recorded action, to delegate its powers (except the power to appropriate the funds of the Association) to an Executive Committee. The Executive Committee shall consist of the President, Vice-President, Junior Past President, Chaplain, Secretary, Treasurer, and Association Liaison (non-voting). No other person shall be a member of the Executive Committee regardless of current or past title or position.

Section 5. The Board of Officers, or the Executive Committee may order a review of any funds of the Association, including any special fund accounts. The chairperson of any committee having a special fund account shall submit in writing a full accounting report and at least once a year to the Secretary prior to the annual meeting and at any time requested by the Board of Officers or the Executive Committee. The Association Financial Review Committee shall meet semi-annually and at such other times as directed by the Board of Officers or Executive Committee.

Section 6. Each person who is or has been a director or officer of this corporation and who has acted in good faith and in a manner they reasonably believed to be in the best interest of the corporation, and with respect to any criminal action or proceeding had no reasonable cause to believe their conduct was unlawful, shall be indemnified by the corporation against expenses, including attorney's fees necessarily incurred by such person in connection with the defense or settlement in any action or proceeding to which they are a party, alone or together with others, with reason of their being or having been a director or officer acting in a managerial capacity. Each such person shall be reimbursed by the Association for any amounts paid by such person in satisfaction of any judgment or settlement in connection with any such act, suit, or proceeding, unless such person shall be adjudged in such action, suit or proceeding to be liable for misconduct in the performance of their duties to the corporation. The foregoing right of indemnification shall be in addition to any other rights to which such persons may be entitled as a matter of law.

ARTICLE X ***TERMS OF OFFICE***

Section 1. Each elected officer, except the Secretary, shall be chosen for a term of one (1) year to begin at the adjournment of the annual meeting at which they are elected. The Secretary shall be elected for a term of four (4) years, which shall begin at the adjournment of the annual meeting at which they are elected. District Presidents are elected for one (1) year terms but may be elected for more than one term. Each officer shall serve until their successor has been duly elected and installed.

Section 2. The Board of Officers shall fill vacancies in any of elected office for the unexpired term.

Section 3. With the consent and approval of the Board of Officers, the President shall have the power to declare any office vacant, except the office of Secretary, if in their opinion the occupant has failed to perform the duties of such office. The office of Secretary may be declared vacant by a majority of the Board of Officers vote if, in their opinion, the occupant has failed to perform the duties of the office.

ARTICLE XI ***NOMINATION AND ELECTION OF OFFICERS***

Section 1. The Nominating Committee of the Association shall consist of the elected Board of Officers, four (4) Past Presidents in order of juniority and five (5) representatives appointed by the President who shall be Past Presidents or committee chairpersons selected from five (5) member lodges in good standing with the Association. All meetings of the Association Nominating Committee shall be in closed-door sessions and all discussions, votes, etc. shall be strictly confidential.

Section 2. The Nominating Committee shall place in nomination at least one (1) candidate for each office to be filled. Members desiring to be nominated shall submit their names and resumes to the Association Secretary who shall receive the same on behalf of the Nominating Committee. All requests shall be given due consideration.

Any eligible member of the Association, who submitted their name for a specific office and was not nominated by the Nominating Committee, shall have their name placed upon the ballot by filing a petition with the Secretary of the Association. The petition must be filed prior to the beginning of the session at which the election is to be held. The petition must contain the names, Moose ID numbers and lodge numbers of not less than ten (10) percent of the registered delegates attending the annual meeting.

A Past President of the Association is ineligible to serve in any elected office of the Association unless a special dispensation is obtained from the Chief Compliance Officer.

Section 3. A nominee for Association President must be a Past Governor/Past President or a Past Regent prior to May 1, 2021, of The Moose, served at least one (1) year in an elected office of the Association, and may not have previously served as President of the Association.

Section 4. Each district shall hold a meeting at least two (2) weeks before the date of the annual meeting for the purpose of selecting their recommendation for District President, and electing their District Vice-President, Chaplain, Secretary and Treasurer. The selection for President of the District shall be submitted in writing to the Association Secretary who shall receive the same on behalf of the Association Nominating Committee. The written notice from the district should contain a resume' of the person selected. The Association Nominating Committee shall only consider the district selection as a recommendation by the district.

Section 5. The Association Nominating Committee shall report to the annual meeting of the Association during the opening session of the annual meeting.

Section 6. The election of officers shall be held during the final business session of the annual meeting/convention, provided at least twenty-four (24) hours has elapsed since the official

report of the Nominating Committee to the meeting/convention, unless special dispensation is obtained from the Chief Compliance Officer. In the event of a contested office, the election shall take place by secret ballot.

Section 7. The elected and appointed officers, and Committee Chairpersons, shall be installed into office prior to the close of the annual meeting utilizing the ritual provided by the Ritual Department of Moose International.

ARTICLE XII **MEETINGS**

Section 1. There shall be an annual meeting (hereafter called “Convention”) and a mid-year meeting (hereafter called “Mid-Year Conference”) of the Association to be held at such place as determined by the Board of Officers. The Convention of the Association shall be held during the months of July through October and the Conference of the Association shall be held during the months of January through April of each year.

Section 2. With the consent of the Chief Compliance Officer, the Board of Officers may call other meetings of the Association when the interest and welfare of the Association justify it.

Section 3. A registration fee, as determined by the Board of Officers, may be charged those members attending a meeting of the Association.

Section 4. The time devoted to the meetings of the Association shall be determined by the Association Board of Officers in accordance with the guidelines provided by Moose International.

ARTICLE XIII **ASSOCIATION DUES**

Section 1. Each lodge of the Association shall remit to the Secretary, a sum equivalent to not less than \$2.75 per active member on the rolls of the lodge, the exact amounts and payment schedules to be determined by the Association Board of Officers. The computation shall be based upon the certified reports of the lodges within the Association submitted to Moose International for the period ending April 30 of the prior year. In no case shall the payment of the Association Dues for any lodge exceed \$5,000.

Section 2. No member lodge delinquent in its Association dues (or any legally imposed assessment), in violation of the Association’s attendance policy required by the General Laws of The Moose, or not in good standing with Moose International, shall participate in any meetings or activities of the Association. This expressly prohibits group or team entries such as ritual teams, bowling, and other athletic team participation in any Association activities unless Association dues are paid for the current year, as covered in Section 1 of this Article. This section shall not prohibit a Moose member in good standing of a lodge, delinquent in its Association dues, from attending any and all meetings of the Association, provided they meet the requirement thereof. However, they shall not be a qualified voting delegate, have a voice on issues before the meetings, or hold

any elected or appointed office. Any member past due on any indebtedness due the Association shall be prohibited from participating in any meetings or activities of the Association until the debt is satisfied.

ARTICLE XIV DUTIES OF OFFICERS

Section 1. President – The duties and responsibilities of the President are:

1. They shall be the Chief Executive Officer of the Association.
2. Preside over all meetings of the Association, the Board of Officers, and the Executive Committee.
3. Appoint officers and committees.
4. Call meetings of the Board of Officers and Executive Committee at such times as the business of the Association may require.
5. In coordination with the Territory/Regional Manager, they shall supervise and correlate the activities and visitations of the District Presidents.
6. Visit member lodges to promote the purposes and goals of the Association.
7. Appoint a Sergeant-At-Arms, Assistant Sergeant-At-Arms, Inner and Outer Guards and Assistant Inner and Outer Guards, as they deem necessary.
8. Countersign all properly authorized checks drawn on the accounts of the Association.
9. Sign all legal contracts authorized by the Association and the Chief Compliance Officer.
10. Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into The Moose.
11. Attend district meetings, when possible, to encourage and promote the development of fraternal programs.
12. Remain of good moral character.
13. At all times, they shall be honest, truthful, and not engage in any conduct that would bring discredit upon the Association or fraternity.
14. Maintain the confidentiality of all Executive Committee meetings and such other committees and meetings when required and appropriate.
15. Perform such other duties as may be properly required of them.

Section 2. In the absence of the President at a stated meeting of the Association or the Board of Officers or Executive Committee, the Vice-President, Chaplain, or the Junior Past President shall preside, in that order.

Section 3. Junior Past President – The duties and responsibilities of the Junior Past President are:

1. Take an active role in increasing membership in the Association by promoting membership and signing members.
2. Preside over meetings of the Association in the absence of the President, Vice President and Chaplain of the Association.

3. Be Chairperson of the Moose of the Year program. Give reports at meetings, as necessary. Promote programs that will encourage all lodges to get their Moose of the Year applications completed and turned in on time.
4. Continue to promote the Association's purposes and goals.
5. Visit lodges as guest speaker and promote membership and fraternalism.
6. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
7. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
8. Maintain good morals, honesty and truthfulness and promote a positive attitude.
9. Maintain the confidentiality of the Executive Committee and such other committees and meetings when required and appropriate.
10. Help complete any unfinished projects started during their term as President.

Section 4: Vice President – The duties and responsibilities of the Vice President are:

1. Take an active role in increasing membership in the Association by promoting membership and signing members.
2. Assist the President in the conducting of business of the Association at conferences and conventions.
3. They shall, in the absence of the President at stated meetings of the Association, preside over such meetings.
4. Be a major alternate to the President in making visitations and promoting the purposes and goals of the Association and the goals of the fraternity.
5. Request periodic update reports from District Presidents and be responsible for guiding their duties to meet the goals of the Association and our fraternity.
6. Report to the Executive Committee the progress of the District Presidents.
7. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
8. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
9. Maintain good morals, honesty and truthfulness and promote a positive attitude.
10. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.

Section 5: Treasurer – The duties and responsibilities of Treasurer are:

1. Take an active role in increasing membership in the Association by promoting membership and signing members.
2. Collect all money due the Association at all meetings, conferences and conventions and issue receipts.
3. Keep an accounting of all receipt books by receipt number.
4. The Treasurer or the President shall sign all authorized checks.
5. Assist the Association Secretary with bank deposits at meetings of the Association.
6. Maintain a current copy of all Association purchased equipment, (computers, laptops, radios, pilgrim paraphernalia, computer software) and report to the Board of Officers at the annual convention the status of all current equipment and the need for replacement. Keep a record of all computer software.

7. Assist the Board of Officers and/or Executive Committee and the Secretary in acquiring meeting sites and finalizing contracts with hotels.
8. With the assistance of the Association Secretary, prepare an annual budget and give budget report at each annual convention.
9. Review all current bills with the Board of Officers or Executive Committee (phone, credit card statements, office equipment, office supplies, transportation cost and meals). The bills will be checked against the receipt for financial review purposes.
10. Have knowledge of how to access all Association records, books, computer files, credit cards, checking accounts, savings accounts, certificate of deposit, location and combination numbers of all safes, safe deposit boxes and any other information in possession of the Association Secretary's office.
11. Perform other such duties as the Board of Officers and/or Executive Committee may consider necessary to the Association.
12. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
13. Maintain good morals, honesty and truthfulness and promote a positive attitude.
14. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.
15. Be a member of the Financial Committee.

Section 6: Chaplain – The duties and responsibilities of Chaplain are:

1. Take an active role in increasing membership in the Association by promoting membership and signing members.
2. Open and close all meetings of the Association with appropriate prayer.
3. Assist in promoting the purpose and goals of the Association and goals of the fraternity.
4. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
5. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
6. Maintain good morals, honesty and truthfulness and promote a positive attitude.
7. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.

Section 7: Secretary – The duties and responsibilities of Secretary are:

1. Keep a true and correct record of all of the proceedings of the Association, the Board of Officers and the Executive Committee and promptly attend to all correspondence and perform all duties usually pertaining to the office of Secretary.
2. Provide adequate surety (fidelity) bond in an amount to be fixed by the Board of Officers, the premium on which shall be paid from the treasury funds of the Association, which checks shall then be countersigned as authorized.
3. Submit an annual report to the Association so far as they are able to ascertain.
4. Receive and account for all monies turned in to the Association and shall furnish the Treasurer with duplicate deposit slips showing all funds deposited to Association accounts.

5. Sign all authorized checks.
6. Perform such other duties as may be properly required of them by the Association, Board of Officers and Executive Committee.
7. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.
8. Issue a receipt to each district secretary for monies received and deposited in Association sub-account under district name.

Section 8: Sergeant-at-Arms – The duties and responsibilities of Sergeant-at-Arms are:

1. Take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
2. Execute the orders of the President during sessions of the Association and/or Board of Officers, act as Marshall on public occasions and in parades, and in case of executive sessions shall, with the assistance as they may select, examine all present as to their qualifications to remain.
3. Assist in the setting up and taking down of Association paraphernalia at meetings of the Association.
4. Report to the Association President, Board of Officers and Executive Committee concerns and progress of the Association.
5. Perform such other duties, as the President, Board of Officers or Executive Committee may consider necessary to the Association.
6. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
7. Maintain good morals, honesty and truthfulness and promote a positive attitude.
8. Maintain confidentiality of any meetings and matters as required and appropriate.

Section 9: Inner Guard and Outer Guard – The duties and responsibilities of the Inner Guard and Outer Guard are:

1. Take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
2. Take charge of all doors during the sessions of the Association and shall permit only such persons to enter as they are duly qualified representatives or as may be directed by the President of the Association.
3. Request assistance from the Sergeant-at-Arms when additional help is needed.
4. Report to the Association President, Board of Officers, or Executive Committee concerns of the Association.
5. Visit as many districts meeting and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
6. Perform other such duties, as the President, Board of Officers or Executive Committee may consider necessary to the Association.
7. Maintain good morals, honesty and truthfulness and promotes a positive attitude.
8. Maintain confidentiality of any meetings or matters as required and appropriate.

Section 10: District President – The duties and responsibilities of District President are:

1. Attend Association Board of Officers meetings of the Association.
2. Take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
3. Visit each lodge in their district at least once during their term, not to include district meetings, (if approved by lodge) for the purpose of encouraging and promoting progress in the development of fraternal programs.
4. They shall also request elective officers in the district to make no less than three (3) visitations per year, not including their own lodge.
5. Appoint all district chairpersons and require reports to be read at each scheduled meeting.
6. Encourage each lodge in their district to be active in the Association and cooperate with the Secretary of the Association in the collection of Association dues.
7. Cooperate with the Association officers in the collection of funds in connection with any programs sponsored by the Association.
8. Cooperate with the Association Ritual Chairperson in encouraging the formation of Ritual Staffs and to encourage perfection and efficiency by the officers in their charges as well as the exemplification of the ritual in all lodge ceremonies.
9. Cooperate with the Association Chairpersons in all authorized activities in their district.
10. Prepare a written report to be given as required at meetings of the Association covering all phases of activities within their district.
11. Ensure that the District Secretary sends in written reports to the specified Association officers of all district meetings no more than two (2) weeks after such meeting.
12. Ensure that the District Secretary sends in a complete district meeting report, which includes a concise and accurate report of the finances of the district no more than two (2) weeks after such meeting to Association Secretary in a timely manner after each district meeting.
13. Perform other such duties, as the President, Board of Officers and Executive Committee may consider necessary to the Association.

Section 11: District Secretary – The duties and responsibilities of the District Secretary are:

1. Keep a true and accurate record of all the proceedings of the district, the District Board of Officers and the District Executive Committee and promptly attend to all correspondence and perform all duties usually pertaining to the office of Secretary.
2. Submit an annual audit report to the Association as required.
3. Receive and account for all monies turned into the district and shall furnish the Treasurer with duplicate receipt of monies turned into Association to be held for each district in Association general sub-account. District may have petty cash in amount determined by Association Executive Committee.
4. Perform such other duties as may be properly required of them.
5. Submit to the Association an attendance report no less than fourteen (14) days after the actual district meeting.

ARTICLE XV
COMMITTEES

Section 1. The Standing Committees of the Association shall be as follows:

Activities Committee
By-Laws Committee
Communications Committee
Council of Higher Degrees Committee
Credentials Committee
Degrees Committee
Financial Review Committee
Government Relations Committee
Heart of the Community Committee
Membership Committee
Memorial Service Committee
Moose Charities Committee
Past Presidents' Committee
Program Book Committee
Registration Committee
Resolutions Committee
Rules and Order Committee
Scholarship Committee
Youth Awareness Committee

Other committees may be appointed as deemed necessary by the Board of Officers and/or Moose International.

Section 2. Except where otherwise provided, all committees shall be appointed by the President, with the approval of the Board of Officers, at the conclusion of the Convention. The members of all committees shall serve until the adjournment of the next Convention, or until their successors have been appointed. All other Committees may be appointed at or before the Convention at which the appointing President shall preside.

ARTICLE XVI
ORDER OF BUSINESS

The Agenda for the Conventions and Conferences shall be established by Moose International and coordinated with the Association Secretary through the Association Liaison.

ARTICLE XVII
ADOPTION – EFFECT – AMENDMENTS

Section 1. These by-laws, as amended, shall be sent to the Lodges thirty (30) days prior to the start of the Annual Convention for their review.

Section 2. These by-laws, as amended, shall become effective when adopted by a two-thirds (2/3) vote of the Georgia Moose Association at its 2020 Convention and approved by the Chief Compliance Officer of Moose International. No amendment, alteration or addition to these by-laws shall be made unless the same shall have been presented, in writing, to the By-Laws Committee, approved by said committee, and ratified by two-thirds (2/3) of the votes cast at a regular convention of the Association and shall only become effective when approved by the Chief Compliance Officer.

ARTICLE XVIII
RULES OF ORDER

Roberts Rules of Order (last revised edition) shall govern all parliamentary proceedings of the Association, except as may otherwise be provided.

ARTICLE XIX
CONDITIONS BEYOND CONTROL

As per the direction of the Chief Compliance Officer of Moose International, the articles and meeting requirements of these by-laws may be changed for any reason for conditions that are not in their control included but not limited to: Natural Disasters, Acts of God, Fire, Flood, Riot or Restrictions or any other Actions by any Government or Semi Government Authorities.

ARTICLE XX
ASSOCIATION POLICIES

An Association is allowed to adopt “Association Policies” for their individual Association. The Policies must be separate from the by-laws and must be submitted to the Chief Compliance Officer prior to being adopted at the Association Annual Convention by delegates. Only policies that conform to the General Laws will be approved.

-END-

GEORGIA MOOSE ASSOCIATION



2023 Policy Manual

Policies of the

Georgia Moose Association

Article I Policies

The policies of the Georgia Moose Association will be in strict compliance with General Laws of The Moose and the Georgia Moose Association By-Laws. Any conflict with the General Laws or By-Laws will be referred to the Association Liaison and/or the Chief Compliance Office of Moose International

Article II Assistant Secretary

The Association Executive Committee, with the recommendation from the Association Secretary shall approve the appointment of Assistant Secretary and shall serve the same term as the Association Secretary.

Section 1: Assistant Secretary – The duties and responsibilities of Assistant Secretary:

1. Aid the Association Secretary as required.
2. Aid in the scheduling and conducting of meetings, conventions, and conferences of the Association.
3. Perform such other duties as may be properly required by the Association Board of Officers and Executive Committee.
4. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.
5. Association Assistant Secretary is not a member of the Executive Committee and has no vote.

Article III Meeting Attendance

Section 1: All Lodges shall be represented at the Georgia Moose Association's annual conventions, mid-year conferences, district meetings, workshops, training seminars and schools. All Lodges shall comply with the General Laws regarding officer training.

Section 2: The Association will administer penalties for non-compliance of meeting attendance. The time period for implementation of penalties shall coincide with the current officer's fraternal year May 1st through April 30th of the succeeding calendar year. Each May 1st shall begin a new compliance year's board. The penalty for non-compliance shall be as follows:

Non-compliance

A letter shall be sent from the Association Secretary informing the member Lodge of the requirements of the General Laws and XIII and XIV of the Association By-Laws. The reason for the non-compliance may include but not limited to required attendance, paying of Association dues, report filing and active participation in Moose International and Association fundraising programs. In the case of non-compliance, a letter will be sent notifying the Lodge that their social quarters permit may be suspended for future non-compliance. In all cases, the letter shall notify member Lodge that it is their "good standing" status. Losing "good standing" means:

1. Lodge representatives shall be ineligible to vote in any official meeting of the Association.
2. The Lodge and its members are ineligible to participate in any Association sporting events or sponsor said events.

Article IV Association Dues

Section 1: Association dues must be remitted to the Association Secretary before the first day of the Annual Convention.

Section 2: Association dues may be divided into payments on a quarterly or semi-annual basis as determined by the Lodge. In no case may a Lodge be delinquent in total payments of Association dues by the first day of the Annual Convention.

Article V Committees

Section 1: It is the responsibility of the committee chairpersons to know the duties and procedures required of the committee.

Section 2: In addition to the standing committees as provided for in the Association By-Laws, the following committees can/will be standing committees of the Georgia Moose Association.

Special Activities
Safe Surfin
Valued Veterans
Loss Prevention
Historical
Ritual
Convention/Conference
Ways and Means
Education and Training

Lifetime Achievement Award

Article VI Order of Business

The Agenda for Conventions and Conferences shall be established by Moose International and coordinated with the Association Secretary through the Association Liaison. In the event no agenda is established, the order of business shall be as follows:

1. Call to Order
2. Invocation
3. Presentation of Colors
4. Pledge of Allegiance
5. Report of Credentials Committee
6. Roll Call of Officers
7. Convention Obligation (Convention Only)
8. Obligation to Association (Convention Only)
9. Report of Association President
10. Report of the nominating committee (Convention Only)
11. Report of Officers
12. Report of Committees
 - a. Standing Committees
 - b. Special Committees
13. Good of the Order
14. Election of Officers
15. Installation of Officers
16. Endowment
17. Adjournment

Article VII Length of Meeting

The time devoted to the meeting will be established by the Executive Board but shall not exceed four (4) days or eight (8) sessions. The election of officers for the ensuing year shall be held at the final session of the last day of the convention.

Article VIII Honorary Association Past President

The Association may, at its conference or convention, after recommendation by the

Association's Past Presidents Board and by resolution, confer the title of Honorary Association Past President upon a member (member of the Moose provided that they are a Past Lodge President, Past Governor, Past Senior Regent who earned their title prior to May 1, 2021). Honorary Association Past Presidents hold the same rights and privileges of Association Past Presidents through service.

Article X Awards for Past Presidents or Official Visitor

The Executive Committee is authorized to vote to purchase items for outgoing President and Official Visitors, at a reasonable cost.

Article XI Travel Expense of Officers and Trainers

Section 1 – Officers:

The Georgia Moose Association will allow President and Secretary to represent the Association at International Conventions, allowing expenses as follows, subject to the approval of the Executive Committee of the Board of Officers, if not otherwise paid for by a lodge, MI, or other entity. If the President or Secretary is not able to attend, the Executive Committee can approve an alternate.

Lodging: Reimbursements for the cost of lodging for accommodations not to exceed hotel cost as provided by Moose International for booking. Any upgrades will be at the cost of the traveler; all receipts to be turned in to Secretary.

Per Diem: Per Diem will not exceed the IRS rate or allowable rate based on the General Laws of The Moose. Daily Rate to be determined prior to trip; receipts are not necessary for per diem allowed.

Travel: Reimbursements for the cost of travel will be allowed for Airfare; at the reasonable cost for flight accommodations, with any upgrades at the cost of the traveler. Extra cost for baggage may also be considered within reason. Car Rental or Shuttle service will be allowed to and from airport/lodging. **Mileage:** will not exceed the IRS rate or allowable rate based on the General Laws of The Moose. Mileage request will require a MapQuest to and from location, for the shortest travel distance. Any tolls will also be considered; all receipts to be turned in to the Secretary.

Section 2 – Trainers:

Trainers will be allowed cost of mileage to and from location of training session, if not otherwise paid for by a lodge, MI, or other entity, beginning at their personal place of

residence. Mileage will not exceed the IRS rate or allowable rate based on the General Laws of The Moose. Mileage request will require MapQuest for the shortest travel distance. Any tolls will be considered.

Lodging will be considered if it is necessary to stay in area for training that requires more than a (1) day class; receipts to be turned in to Secretary.

Meal for day of class, if not provided by Host Lodge, can be reimbursed up to \$15, with receipt.

Article XII Other Expenses

Any other expenses will be at the discretion of the Executive Committee of the Board of Officers, if not otherwise paid for by a lodge, MI, or other entity. To include the following:

Section 1 – Visitation of Lodges:

Any GMA Officer (except District Presidents, reimbursements for District travel should be considered by District Boards for reimbursements), required to visit Lodges in the State can request mileage reimbursement for travel, and lodging, if necessary, to be approved by the Executive Committee of the Board of Officers. Mileage request will require a MapQuest to and from location/s, for the shortest travel distance. Any tolls will also be considered; receipts to be turned in to the Secretary.

Section 2 – Chapter Advocate:

Expenses for travel for Chapter Advocate to attend Meetings with the Women of the Moose will be considered for reasonable reimbursements. All airfares will be at a reasonable cost for flight accommodations; any upgrades will be at the cost of the traveler. Car rental or Shuttle service will be allowed to and from airport/lodging. Per Diem can be considered with rate determined by Executive Committee.

Article XIII Comp Rooms and Registration

The list of Comp Rooms and Registration Fees will be determined by the GMA Executive Committee prior to any Conference, Convention or Association Sponsored Event, with the understanding of job description and duties for the Association event.

Any person receiving comp rooms or registration will be required to attend all functions of the Conference, Convention or Event that they are qualified to attend.

If the Event requires transportation of Association paraphernalia, (trailers), request for mileage can be requested. Mileage request requires a MapQuest to and from location, for the shortest travel distance. Any tolls will be considered; receipts to be turned in to the Secretary.

Article XIV Dress Code

Those presenting at the podium are to be dressed business formal, Moose regalia or at definition of business casual:

Men – Collar shirt, Moose Campaign Shirt always encouraged, dress slacks or dress jeans. No open toe shoes or flip flops.

Women – Collar shirt, Moose Campaign Shirt always encouraged, skirt, dress, slacks, dress jeans, a blouse, a blazer and appropriate foot wear, no flip flops.

Article XV District Nomination and Election of Officers

In addition to Article XI of the By Laws:

1. District Nominating Committee shall consist of: District Officers, (President, Vice President, Chaplain, Secretary and Treasurer). Three (3) Past District Presidents in order of juniority. All meetings of the District Nominating Committee shall be closed door session, with only the members of the nominating committee present. All discussions, votes, etc. shall be strictly confidential.
2. No pro tem members shall be allowed on the committee.
3. District President shall preside over the proceedings. The Vice President for the District shall preside in the President's absence.

Duties and Procedures of the District Nominating Committee:

1. Each District shall hold a meeting at least (4) weeks before the date of the Annual Convention of the GMA to select their recommendation for District Officers.
2. Upon notification by the District President, the District Secretary shall, in writing, (email) notify all members of the nominating committee of the date and time of the meeting at least (2) weeks prior to the date of the meeting.
3. The nomination committee shall place in nomination at least (1) candidate for each office to be filled. Members desiring to be nominated shall submit their names and resume' to the District Secretary, who shall receive the same on behalf of the Nominating Committee. A nominee for District President must be a Past

President/Past Gov or a Past Regent prior to May 1, 2021, of the Moose. Nominations may be submitted beginning at the scheduled District Meeting prior to the scheduled date of the nominating committee meeting, until the start of the meeting. This period should be 1-2 months. All nominations should be given consideration. Due to the timeline of the process, there will be no provision to petition the membership for consideration for an eligible member of the district whose name was submitted, and not nominated for office by committee.

4. Recommendation is to select (1) officer per Lodge, if qualified for the position of District Officer. This means that if you have (5) or more lodges in the District, there should be at least (1) member from different lodges on the District Board. (There should not be more than (1) District Officer from the same Lodge on the District Board at the same time.)

District President Recommendations:

Must be submitted with resume', as per by-laws, and sent to GMA Secretary immediately following the election meeting.

-END-

Revised (2023)

General Law Sec. 51.5 Participation

Sec. 51.5 - Participation - Unless authorized by the Chief Compliance Officer, all Lodges shall be a member of the association duly organized and existing in the state, territory or province in which each Lodge is located. To be in good standing with the association, each Lodge shall remain current in all financial obligations due Moose International and the association or have entered into a satisfactory payment arrangement with Moose International or the association to satisfy the outstanding indebtedness. Each Lodge shall be represented at all association conventions, conferences, district meetings, workshops, training seminars and schools as required by the association, Moose International or the Moose International, Inc. Board of Directors. Each association shall adopt a policy, approved by the Chief Compliance Officer, to enforce the intent of this section

EXHIBIT

C

District Meeting Report Form to the Association Secretary

Georgia Meese Association Report of the District Meeting

District Number ____ Meeting Date _____ Time _____ Location _____

Roll Call of District Officers: (p) present (e) excused (a) absent

____ President	____ Vice President	____ Chaplain
____ Treasurer	____ Secretary	____ Jr. Past President

Appointed Officers:

____ Sgt-At-Arms	____ Inner Guard	____ Outer Guard
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Chairpersons:

____ Ritual/Mem Staff/Sickness&Distress	____ Heart of Community	
____ Activities	____ Membership	____ Moose Chairities
____ Loss Prevention	____ Training	____ MH/MH Admissions
____ Gov't Relations	____ Valued Veterans	____ State-District Advisor
____ Youth Awareness	____ Safe Surfin	____ Ways & Means
____ Other _____	____ Other _____	____ Other _____

Roll Call Of Lodges: Pres Adm Members Total

Total In Attendance: _____

Official Visitor/Dignitaries Present

_____ **Title:** _____

_____ **Title:** _____

_____ **Title:** _____

Total Endowment Fund Collected: \$_____

Were there any Bills presented for Payment? ___ Yes ___ No
Was Correspondence Read? ___ Yes ___ No
Any Proposals to present to State Board (attach) ___ Yes ___ No

Money to be sent to Association Secretary to be placed in Association Account for the benefit of District. \$ _____ (attach Check or Money Order, if cash given to Association Secretary, Asst Secretary or Treasurer, please get receipt.)
Treasurer or Secretary to EMAIL Association Secretary of all disbursements needed on behalf of the District. Keep copy with District Financial Reports.

Highlights of Committee Reports: _____

Comments of District President: _____

Other Activities held in conjunction with this meeting? (Including Elections)

Any Members or Fraternal Units Receiving Awards at this meeting?

The presiding Officer of the District shall submit this report to the Association Secretary along with any attachments: Print all information

Submitted By: Name: _____ **Title:** _____

Date: _____

Submit your report to:

Georgia Moose Association

P.O. Box 1093

Bremen, GA 30110

Or email to:

gaassoc@mooseunits.org

Please send copy of report to State President.

EXHIBIT

E

District Officer Lodge Visitation Report Form

Lodge Visitation Report by a District President:

LODGE NAME & No.			DATE:		
PURPOSE OF VISIT:					
PERSONS VISITED					
PRESIDENT	Y	N	SR. REGENT	Y	N
VICE PRESIDENT	Y	N	JR. REGENT	Y	N
CHAPLAIN	Y	N	CHAPLIN	Y	N
ADMINISTRATOR	Y	N	SEC/TREAS.	Y	N
TREASURER	Y	N	RECORDER	Y	N
TRUSTEE 1 YR	Y	N	JR. GRADUATE	Y	N
TRUSTEE 2 YR	Y	N			
TRUSTEE 3 YR	Y	N			
JR PAST PRES	Y	N			
How many other members/coworkers did you visit?					
DID YOU ATTEND ANY MEETINGS?					
GENERAL MEMBERSHIP MEETING				Y	N
OFFICERS MEETING				Y	N
JOINT MEETING				Y	N
SPECIAL MEETING. PLEASE SPECIFY				Y	N
OVERALL APPEARANCE OF LODGE					
WERE OUTSIDE GROUNDS CLEAN & SAFE?				Y	N
WAS ENTRANCE SECURED?				Y	N
DOES THE LODGE UTILIZE A GREETER?				Y	N
WAS THE INTERIOR CLEAN & SAFE?				Y	N
OVERALL, DO YOU BELIEVE THIS LODGE IS INVITING?				Y	N
DID YOU RECEIVE A PROMPT & POLITE GREETING?				Y	N
MEMBERSHIP ACTIVITIES					
ANY UNREPORTED APPLICATIONS FOUND IN LODGE? YES NO			DATE OF LAST APPLICATION REPORTED:		
IS THE CURRENT INTERNATIONAL CAMPAIGN POSTER DISPLAYED? YES NO			IS THE PREFERRED MEMBER POSTER DISPLAYED AND UP TO DATE? YES NO		
IS THE LODGE ANNUAL QUOTA POSTED FOR MEMBERS TO SEE? YES NO			IS THE CURRENT ASSOCIATION CAMPAIGN DISPLAYED? YES NO		

- END -